



Kinder Haus

Ladybugs Handbook

Updated March 2021

KINDER-HAUS GENERAL INFORMATION

Hours: 6:15 AM - 5:30 PM Daily: Monday thru Friday

STATEMENT OF PURPOSE

Kinder-Haus is committed to the task of caring for your child in a positive and loving environment. Your child will be given special one-on-one cuddle time. Your child will have mental, physical, emotional, social and language stimulation. All of your child's maintenance needs will be met in a highly sanitized manner. We will provide quality care with a goal of helping a child meet his/her potential.

WHAT TO BRING

As a parent bringing your child to infant care, we would like to offer a list of items to be sure to bring. You will need to bring all of your child's bedding. The mattress in your child's crib uses a regular size crib sheet.

A bin will be provided with your child's name on it. A change of clothing including socks should be placed in the bin. Remember to mark the items in your child's bin!

Your child's lunch, bottles and milk may be placed in his/her bin in the refrigerator. If a container or bottle does not fit in the bin, you may use the door, but remember once again to be sure items are clearly marked.

A bag of diapers with his/her name on it may be brought in and stored in the cabinet under the changing tables. Diapers for immediate use and ointments may be placed above the changing table where your child's name is marked. Wipes are provided for your child as long as we have a signed permission slip from the parent in the child's file. If your child has sensitive skin and cannot use these wipes, the parent must provide the wipes for the child.

LADYBUGS INFORMATION

ACTIVITIES AND SKILLS

Sensory motor skills, language, cognitive, social, self-help & developmental lesson plans.

The PA Dept. of Public Welfare licenses Kinder-Haus and that department approves all staff.

Additional Notes:

1. Please make sure your child has:

- A. An extra set of clothing - including socks
- B. A baby blanket and sheet for crib
- C. All ENROLLMENT FORMS on file: Contract, Emergency Card, physical Forms with up-to-date immunizations, Permission slip for use of wipes and diaper rash cream, Food Sheet.

2. If at any time Kinder-Haus will needs to close, due to inclement weather, it will be broadcasted on the following: Radio WJTL (90.3 FM), TV Station WGAL.

3. Check your child's bin every day for empty bottles, memos, soiled clothes, etc.

4. Items From Home - Please DO NOT ALLOW your child to bring toys, money, expensive items or weapons (guns, sword, etc.) to school. This necessary Center policy eliminates children's tears and distress caused by possessiveness, breakage or loss. Kinder-Haus will not be responsible for lost or stolen items.

5. Because of state regulations, we are not able to serve any food that has not already been introduced at home. Snacks such as crackers, Cheerios, puffs may be given if we have parent permission. Thank you for your cooperation in this matter.

6. A daily chart is kept every day on your child to provide the parent with changing, eating, and napping information. This is not a requirement, but rather a courtesy extended to the parent from the staff. Please allow for human mistakes. Infant Care staff do their best to provide you with specific information; however, that is not always possible. Thank you for your understanding.

INFANT CARE POLICY OF CLEANLINESS

We would like to make your child's day in the Cuddle Corner a pleasant and comfortable one. We follow state regulations for the health and safety of your child. It is absolutely necessary for us to constantly sanitize to keep the classroom as germ-free as possible. Staff are required to wash their hands with antibacterial soap before feeding your child, after changing your child, and even after wiping your child's nose. When your child is changed, rubber gloves are worn for all diapers. Soiled diapers are rolled and placed into a plastic bag that is tied off and then placed into another plastic bag in a covered garbage can. The changing table is sanitized after every change.

Your child eats in a sanitized high chair that is again sanitized after your child eats. Your child's hands and face are washed with water before every meal. When your child is finished eating their hands and face are cleaned with soap and water.

Your child plays with toys that are sanitized daily. This is a service that very few day cares do since it is not a regulation. Your child sleeps in a crib that no other child sleeps in. For sanitary reasons we ask you to simply take your child's bedding home on Fridays or your child's last day for the week to be washed over the weekend. This is a state regulation and we appreciate your cooperation.

To help us keep the infant care facility germ free we do have some health and sickness policies.

INFANT CARE POLICY OF SICKNESS

FEVER

Your child will be sent home if he/she has a fever of 100.4 degrees or more (due to Covid-19 regulations). If your child is sent home with a fever, he/she may not return to day care until the fever is below 100.4 degrees for 24 hours without the use of fever reducer medicine.

For example, if your child is sent home at 11:00 AM Monday for a fever of 100.4 degrees, your child may not return to day care on Tuesday. In fact, if a fever reducer medicine is administered to bring the fever down, your child's 24-hour absence from day care does not begin until fever reducer medicine administration is stopped. Fever reducer medicine will relieve pain, lower fever, and help to comfort your child; however, it will not cure a contagious infection. Fevers in babies may be very serious. Our policies and state regulations are constructed to protect your child's health.

If your child has a scheduled doctor's appointment later on in the day for illness and your child is brought to day care, others are unnecessarily exposed and your child is at greater risk because his/her resistance is down.

DIARRHEA

Your child will be sent home if he/she has two instances of diarrhea. If your child has had diarrhea during the night, please keep him/her at home as this is passed easily among children and their families.

VOMITING

Your child will be sent home if he/she has two or more instances of vomiting with or without a fever. If your child has been vomiting during the night, please keep him/her at home as this is passed easily among children and families.

NOTES TO RETURN

If your child is seen by a doctor please be sure to bring back a note from the Doctor's office allowing your child to return to day care. This note must be specific, giving your child's name, the day your child was seen by the doctor, and the date your child may return to day care. If your child was sent home with symptoms of a communicable disease (pink eye, conjunctivitis, impetigo, etc.) a Doctor's note or a 24 hour absence is a requirement for your child to return.

HEALTH APPRAISAL

Remember to have health appraisals completed each time your child has a well-baby checkup and immunizations, these forms are provided by infant care as needed, and they must be kept in your child's file. This is a state regulation. Please make sure your doctor has signed the form.

If your child receives his/her shots from a free clinic, or fire hall and does not receive a physical at that time, the immunization portion of the health appraisal form should still be filled out. Please let us know prior to any immunizations or well-baby checks so that we may give you the proper forms.

MARK YOUR BELONGINGS

All of your child's items must be marked with his/her name or initials. This is very important! When a bottle is found unmarked it is impossible for infant care staff to know who's bottle it is. Therefore, that bottle becomes unusable. Some children are on special soy formulas and for the safety of the children we may not guess who a bottle belongs. For sanitary reasons it is also important that all of your child's blankets are marked. Diaper bags must also be marked if we ever need to look for extra clothing, formula, diapers, etc. NO ointments, hand sanitizers or medications should be left in diaper bags.

Be sure to mark and initial all times in your child's bin - even baby food jars! All of these items, although obvious to you, all look the same to us. Please help eliminate staff confusion and mark everything.

LEFTOVERS

For sanitary reason, leftovers in the refrigerator must go home each and every night. Bottles may not stay in the refrigerator overnight.

When a bottle is offered to your child, the leftover formula or milk is thrown away. A bottle that has been drunk out of is an invitation for bacteria to grow, therefore these bottles are not returned to the refrigerator for the protection of your child as well as the other children. We are sorry when this causes any inconvenience, however this too is a State Regulation that must be followed.

BOTTLE/FOOD WARMING

We may not heat bottles in the microwave for the fear of creating hot spots that may scald your child's mouth and/or throat. We may heat your child's food (vegetables, macaroni, and leftovers) only with written instructions from the parent. It is best to tape instructions onto the container of food to be heated. We are not equipped with microwavable containers, so please plan your child's meal accordingly.

BOTTLE FEEDING

Infants 6 months or younger are always held when fed a bottle. Children older than 6 months may hold their own bottle. Bottles are never given to a child in his/her crib. This violates state regulations and may cause bottle rot in the mouth or allow milk to enter the middle ear and cause infection.

PICKING UP YOUR CHILD

When you come to pick up your child be sure to check your child's box for lunch containers, empty bottles, and important memos. Check the refrigerator and empty your child's bin. Check your child's diaper supply. The staff does their best to let you know when your child is low on diapers, but we cannot be responsible if your child runs out of diapers. By the changing table is a clipboard that holds your child's daily report, please help yourself and collect your child's chart. If it is a Friday or the last of the week that your child will come to day care, do not forget to take home your child's bedding.

REQUEST FOR RELEASE

If someone other than the known parent is picking up your child they will be required to show identification to the staff. If the person picking up is not listed on your child's emergency card, a release request must be filled out by the parent or by a staff member when the parent is calling by phone. When a parent calls to give information for a release request the number the parent is calling from must be given to the staff person taking the call. This number may be called back to confirm the information for release of the child. When a person, unfamiliar with the day care is picking up your child, be sure to give that person specific instructions on the above mentioned procedures. Staff will do their best to help, but with a full facility it is not the staff's responsibility to gather your child's belongings at the end of the day.

STAFF / CHILD RATIO

Due to state regulation about proper staffing in the Infant room, Kinder-Haus must be informed at least one day in advance if you will be dropping off your child early or picking your child up late. The state ratio for infants is one adult to every four infants. If we are improperly notified and are not staffed for an extra child (early arrival/late departure) the change in schedule may not be possible to accommodate. Kinder-Haus does its best in an emergency circumstance, however the safety and care of your child is most important in this matter.

CATERPILLAR CLASSROOM

When your child has turned a year old and is eating the adult menu, he/she will visit the Caterpillars Classroom, when the teachers feel it is appropriate. Please make sure your child has proper shoes.

CLOSING STATEMENT

Most important to all of the care givers here at Kinder-Haus is the health, happiness, and comfort of your child while in our care. We do everything possible to insure that happiness. So please let us hear your thoughts and ideas. Remember, we want you all to be a part of our growing, caring family.

Thank you and God Bless!